

SALISBURY WALK IN CENTRE

Publication Scheme

Information to be published	How the information can be obtained (eg hard copy, website)
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only	Centre displayed information
Doctors in the practice	Centre displayed information
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	Website
Opening hours	Centre displayed information and website
Other staffing details	Centre displayed information
Meetings specifically with pharmaceutical companies and other medical suppliers.	Available on request, hard copy
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Available on request, hard copy
Details on NHS/HSC funding received by the practice.	Available on request, hard copy
Audit of NHS/HSC income	Available on request, hard copy
Details of expenditure items over £10,000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Available on request, hard copy
List and value of contracts awarded by the practice. We would normally only expect the practice to publish details of contracts that are of sufficient size to have gone through a formal tendering process.	Available on request, hard copy
Staff allowances and expenses that can be incurred or claimed, with totals paid to senior staff members (for the purpose of this document, senior staff are defined as partners or equivalent level), by references to categories.	Available on request, hard copy
Pay policy	Available on request, hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). Current and previous year as a minimum	Available on request, hard copy
Plans for the development and provision of NHS/HSC services	Available on request, hard copy
Performance data including performance against targets	Available on request, hard copy
Inspection reports by regulators: the CQC, HIW, RQIA and HSCB and any other regulators.	Website

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year as a minimum	Available on request, hard copy
Records of decisions made in the practice affecting the provision of NHS/HSC services.	Available on request, hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only.	Available on request, hard copy
Policies and procedures about customer service	Available on request, hard copy
Internal instructions to staff and policies relating to the delivery of services	Available on request, hard copy
Policies and procedures about the recruitment and employment of staff	Available on request, hard copy
Equality and diversity policy	Available on request, hard copy
Health and safety policy	Available on request, hard copy
Complaints procedures (including those covering requests for information and operating the publication scheme)	Available on request, hard copy
Records management policies (records retention, destruction and archive)	Available on request, hard copy
Data protection policies	Available on request, hard copy
Policies and procedures for handling requests for information	Available on request, hard copy
Class 6 – Lists and Registers Currently maintained lists and registers only	None held
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	None held
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public). Current information only	Available on request, Centre displayed information website
The services provided under contract to the NHS/HSC	Website
Charges for any of these services	Website
Information leaflets	Website
Out of hours arrangements	Centre displayed information and website